



AMP District Test Coordinator Manual Supplement

March 27, 2015

Reactivation Process

Reactivating Assessments DTCM pg. 58

All reactivations must be preapproved by the District Test Coordinator. The following circumstances warrant reactivation:

- Illness
- Behavior, if an IEP, 504, or Behavior Plan is in place
- Rare and unusual circumstances as determined by the District Test Coordinator

See the KITE Educator Portal Manual, Chapter 7 for complete instructions on reactivating an assessment.

1. Clarification on “illness”

Illness: districts determine which severe illnesses qualify for reactivation. Consistency across schools must be maintained. EED recommends that this is used in rare circumstances. A reasonable course of action is to delay testing of a student who is feeling ill instead of having the student begin testing and risk the use of a reactivation.

2. Clarification on process following a reactivation

On page 7.16 of the Educator Portal (EP) Manual the notes section states the following:

10. A message asks you to confirm the reactivation.

11. Click OK.

Hint: The student can log back in to the test using the same test ticket.

Note: When the student begins the reactivated test, they must first login to section one, go the review page at the end of the section, and click Complete to reach the next section. The student must repeat this process until they reach the section that was reactivated.

IMPORTANT: The DTC or BTC should complete the process of resubmitting the completed test sections, not the student or test administrator (please see example on the following page).

For example, the student has completed the first 2 sections of the math assessment. On the third section of the math assessment the student's assessment session was interrupted and the DTC approved a reactivation of section 3. The following steps are followed:

1. The DTC must reactivate the test using the procedure found in the EP manual
2. The DTC (or, with DTC approval, the BTC) uses the student's original tickets to open section 1, select continue on the directions page, select "Review and End" on item 1, and then select END on the Review Page.
3. In this example, the DTC would repeat this process for section 2.
4. Then the student continues testing with the same tickets beginning with section 3.

Students may not complete any unanswered items in previously submitted sections.

Student answers for the interrupted section are saved and the student may change these answers or leave them the same.